

**BARABOO PUBLIC LIBRARY**  
**SECURITY CAMERA POLICY**  
**Approved by Library Board 9/18/18**

**I. Purpose and Authority.**

The purpose of this policy is to establish guidelines for the use of security cameras, as well as the access and retrieval of recorded video images at the Baraboo Public Library. The Library Board is committed to providing an atmosphere in which people of all ages may utilize Library facilities and resources for intended purposes to the maximum extent possible. Under §43.52(2), Wis Stat., the Library Board may enact regulations, create policies, or take actions that serve to insure the safety of all Library staff and patrons, protect the collection, and maintain order in the Library.

**II. Definitions**

- A. “**Library Board**” means the Baraboo Public Library Board of Trustees.
- B. “**Security camera**” or “**camera**” means a video recording device used where needed to provide peace of mind to Library users and staff by discouraging violations of the Library’s Conduct Policy, to assist Library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. Cameras will record video images only; the recording of audio is restricted under the Electronic Communications Privacy Act, 18 U.S.C. § 2510-22, and will not be used.

**III. Use of Security Cameras**

- A. Security Cameras may be installed outdoors and indoors at the Library in areas where individuals lack a reasonable expectation of privacy. Examples include public common areas of the Library such as parking lots, entrances, seating areas, service desks, book stacks, areas prone to theft or misconduct, and areas where money is stored or handled. Cameras may also be installed in areas that could assist law enforcement in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of the Library building that not only document activity on Library property but also the sidewalk, public streets, and surrounding properties. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices.
- B. Signs will be posted at all Library entrances informing the public and staff that security cameras are in use and are not continuously monitored.
- C. Because cameras are not continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Neither the Library nor the City of Baraboo is responsible for loss of property or personal injury.
- F. Regarding the placement and use of security cameras, staff and patron safety is the first priority; protection of Library property is of secondary importance.

- J. Cameras are not installed for, nor will they be used for the purpose of routine staff performance evaluations.

#### **IV. Access and Use of Security Camera Footage**

- A. Security camera footage is confidential and stored in controlled areas. Footage is typically stored for no longer than nine days provided no criminal activity or policy violation has occurred. As new footage is recorded, the oldest footage will be automatically deleted.
- B. Security camera footage shall only be accessed by those so authorized by the Library Director for bona fide technical, library, or legal reasons as provided for by law or policy. Footage is considered to be protected public library records.
- C. Wisconsin State Statutes define law enforcement officials' authority to view security camera footage, and the Library will cooperate with law enforcement officials as required by §43.30(5), Wis. Stat., and as may be amended. Footage that is saved for law enforcement purposes will also be saved by the Library until the Library is informed by law enforcement that the Library no longer needs to retain the footage.

#### **V. Unauthorized Access and/or Disclosure**

- A. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the Library receives a request from the general public to inspect security camera footage, the requester(s) will be advised to speak to a law enforcement officer.
- B. A breach of this policy may result in disciplinary action up to and including dismissal. Any Library employee who becomes aware of any unauthorized disclosure of security camera footage and/or a potential privacy breach has a responsibility to immediately inform the Library Director of the breach.

#### **VI. Disclaimer of Responsibility**

- A. A copy of this policy shall be shared with any patron or staff member upon request. The policy is also posted on the Baraboo Public Library's official website. Questions about this policy should be directed to the Library Director.
- B. The Library disclaims any liability for use of security camera footage in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.